Student Assessment Listserv

**Human Reader Test Sessions (PARCC Computer-Based)**

April 28, 2015

During the transfer of data from PBA to EOY, session names and rosters were moved, but other details including the “proctor reads aloud” indication were not. If a session should have this indication, you will need to make the change.

A human/proctor reader test session assures that all students within the session receive the same test form and that the Test Administrator has access to the form to read aloud to students as they work through items. Transitioning a regular test session to a human/proctor reader test session is easier during the EOY. Below are the instructions from Pearson:

**How to update a current session to be a Human Reader session.**

Session must be in a not started status. If the session was started, view the Important note section below.

- Go to Testing > Sessions and select the sessions to update to Human Reader.
- Select Create / Edit Sessions under the Tasks drop down menu, and select Start.
- On the Create / Edit Session screen, select the session to edit from the Sessions section found on the left side of the screen.
- Check the box for Proctor Reads Aloud
- Select Human Reader from the Form Group Type.
  - **Note:** For mathematics you may choose the Human Reader Spanish form to read the Spanish mathematics assessment aloud.
- Select Save

**Important:** Session must be in a Not Started status. If the session was started, see instructions for Manually Creating Human Reader Test Sessions on page 10 of the Managing Test Sessions and Student Groups protocol document located here: [http://avocet.pearson.com/PARCC/Home#7432](http://avocet.pearson.com/PARCC/Home#7432). The name of the session must be unique by organization and the test being administered. Students will need to be removed from their current session, the current session will need to be deleted, and then a new session will need to be created and setup as Human Reader.

**Reminder:** Make sure that only students requiring a human reader are placed into these sessions. PAN does not verify this against the PNP.

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